

ATTACHMENT J.4.69
INSTRUMENT CALIBRATION TEST RECORD

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PROJECT NAME: (1)				PROJECT NO.: (2)				
CONTRACTOR: (3)				CONTRACT NO.: (4)				
INSTRUMENT CALIBRATION/TEST RECORD								
DRAWING & REV.: (5)								
TAG/ID NO.: (6)				AREA/LOCATION: (7)				
DESCRIPTION: (8)								
MODEL NO.: (9)				SERIAL NO.: (10)				
MANUFACTURER: (11)								
CALIBRATION RANGE: (12)								
CALIBRATION PROCEDURE/CALIBRATION INSTRUMENT ID & CAL DUE DATE: (13)								
TEST	SPEC.	<u>AS FOUND</u>		<u>AS CALIBRATED</u>		<u>CALIBRATION VERIFICATION</u>		
PT. %	TOL.	INPUT	OUTPUT	INPUT	OUTPUT	CONTRACTOR	QC	OTHER
(14)	(15)	(16)	(16)	(17)	(17)	(18)	(19)	(20)
REMARKS: (21)								
TESTING ORGANIZATION: (22)							DATE: (22)	

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INSTRUCTIONS FOR PREPARING THE INSTRUMENT CALIBRATION/TEST RECORD

Block Information to be Entered

1. FERMCO Project name.
2. FERMCO Project number.
3. Name of the FERMCO contracted organization.
4. FERMCO Contract number.
5. Drawing number and revision that identifies/specifies the instrument.
6. Project instrument identification (TAG) number.
7. Information for the in-service location of the instrument.
8. A brief description of the instrument/function (e.g. oil temp. indicator w/ high temp. output signal)
9. Instrument Model Number.
10. Instrument Serial Number.
11. Name of the instrument Manufacturer.
12. Calibration range of the instrument.
13. Calibration procedure number and/or describe the calibration procedure, and the calibration instrument identification number and calibration due date.
14. Test points required by the specification (e.g. 10%, 50%, 90%). If none are specified, enter those used for the calibration.
15. Tolerance for the test points per the specification. If none are specified, enter those used for the calibration.
16. Enter input and output values for the instrument as-found (if required by calibration procedure).
17. Enter calibrated input and output values.
18. Signature of the individual that performed and verified the calibration.
19. Signature of Quality Control Inspector that verified the calibration when required.
20. Signature of individual other than QC that verified the calibration when required.
21. Enter any comments or observations relevant to the calibration process, instrument, and/or accessories.
22. Name of the organization that performed the activity, and date the instrument was calibrated.